

SAPC-22072
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Handwritten signature

3 December 1957

MEMORANDUM FOR: Project Personnel Officer

ATTENTION : [REDACTED] 25X1A9a

SUBJECT : Advance Leave for Contract Pilots

1. It has been brought to my attention that the new contract for AQUATONE pilots does not provide for leave which has been accrued under the old contract being carried forward into the period of employment covered by the new contract. I have been further advised that in view of the absence of such a provision, each pilot will receive a cash settlement for all unused accrued leave to his credit as of the date his new contract becomes effective.

2. Such action on the part of the Project will, of course, strip the pilots of any leave they may have been saving for use in the rather immediate future, i.e., a period of time within which they would not have an opportunity to accrue any substantial amount of leave under the new contract.

3. This memorandum is to advise you that in consideration of the circumstance described above, this office recommends that a liberal view be taken toward the granting of advance leave in those cases where the request seems reasonable in regard to the amount of leave requested by the individual and the proposed use of such leave.

4. As a means of preventing the possible abuse of such a liberal advance leave policy, it is requested that you submit each individual request to this office for approval.

25X1A9a

[REDACTED]
Director of Administration

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